

EFFECTIVE DATE: June 25, 1980

REVISION DATES:

SUBJECT: Expense Allowance

1. Purpose

- To identify expenses eligible for payment out of the expense allowance account.
- To establish procedures for the accounting and payment of eligible expenses.

2. Responsibility

1. Each year, the Budget and Research Department will include in each department's budget the amount specified by the City Manager for the expense allowance.
2. Department heads are expected to be conservative in their use of the expense allowance, as if such expenditures were being paid by themselves.
3. The City Manager's Office will review expense allowance expenditures to determine eligibility for payment by the City.
4. The Finance Department will be responsible for issuing checks to the department heads for the reimbursement of those expenditures approved by the City Manager's Office.

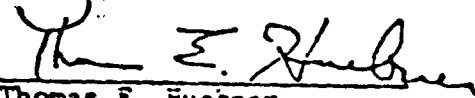
3. Eligible Expenses

- a. Generally, department heads will be given some latitude in the use of the expense allowance. They are expected to keep in mind that public monies are being used, and at all times exercise discretion and good judgement. The following broad categories of expense will be considered eligible:
 - (1) Business meeting expense to include meals, entertainment, tips, and other incidental costs incurred in the course of conducting City business.
 - (2) Out of pocket expenses associated with extra training or professional development efforts conducted by individual departments as a means to improve operational effectiveness.

- (3) Incidental expenses incurred in the process of recruiting new employees for the City, such as meals, entertainment, and associated expenses.
- (4) Miscellaneous expenses deemed appropriate by the department head.
- b. While the general rule is to allow department heads some flexibility in the use of the expense allowance, the following expenditures are expressly prohibited:
 - (1) Expenditures eligible for payment out of another budgeted line item.
 - (2) Purchase of commodities, services, or equipment disapproved through the normal budget preparation and/or administration process.
 - (3) Any activity that would be in conflict with the City Charter or State or Federal law.

4. Reimbursement Procedures

- a. Payment of eligible expense will be handled on a reimbursement basis. At the end of each month, department heads will submit the following to the City Manager's Office for review.
 - (1) A completed "Request for Payment and Voucher Payable" form. The total expense allowance budget and the total amount paid to date should be indicated on this form.
 - (2) Receipts for all items over \$10 for which reimbursement is being requested.
 - (3) A completed "Itemization of Expense Allowance" form. The Justification Section of this form should detail the purpose of the expenditure, people present, and the general nature of the City business conducted.
- b. The request for reimbursement will be reviewed by the Manager's Office and then forwarded to the Finance Department for payment of expenses found allowable.
- c. The Finance Department will issue a check to the department head and charge the amount to the Expense Allowance account.


Thomas E. Huebner
City Manager

Dated: June 30, 1980